



OAKLANDS COMMUNITY ASSOCIATION

#1 2827 BELMONT AVENUE VICTORIA, BC V8R 4B2
 Tel: 370-9101 Fax: 370-9102 Web: www.oaklandscommunitycentre.com

RENTAL AGREEMENT

CONTACT PERSON: _____ **ORGANIZATION:** _____

ADDRESS: _____ **POSTAL CODE:** _____

PHONE: _____ **CELL:** _____ **FAX/e-mail:** _____

ALTERNATE CONTACT: _____ **PHONE:** _____

NATURE OF FUNCTION: _____ **ROOM/S:** _____

DATE: _____ **TIME:** _____ **DAMAGE DEPOSIT:** _____

ATTENDEES: _____ **BOOKING FEE:** _____

RENTAL RATES

	DIMENSIO (FEET)	SEATING CAPACITY	PER HOUR NON- PROFIT	PER HOUR PROFIT	FULL DAY (up to 8 HRS) NON- PROFIT	FULL DAY (up to 8 HRS) PROFIT
COMM ROOM	30x38	50-THEATRE	\$30	\$35	\$195	\$230
OOSC (incl. KITCHEN)	28x52	100-THEATRE	\$40	\$50	\$260	\$325
FULL CENTRE (full day only)		150 MAX.			\$455	\$520

EQUIPMENT & OPTIONS:

- LG. TABLES (MAX. 14): _____
- ADULT CHAIRS (MAX. 50): _____
- KIDS' CHAIRS (MAX. 30): _____
- EXTRA GARBAGE BINS: _____

BONUS FEATURES:

- COFFEE CART – It's coffee and all the fixins'...\$15 for 15 cups Our staff does the clean up!
- BIRTHDAY BONANZA – Use of a variety of "toddler toys", including foam blocks, wood blocks, car table, kids furniture, large carpet and kitchen unit.
\$15 flat fee per rental.

SET UP/TAKE DOWN:

- WILL DO OWN SET UP/TAKE DOWN

THE RENTER, ALONG WITH THE HELP AND SUPERVISION OF AN OAKLANDS CENTRE ATTENDANT, WILL PROCEED TO CLEAR & SET UP THE ROOM ACCORDING TO CENTRE SPECIFICATIONS. AT THE END OF THE RENTAL, THE RENTER, AGAIN, WITH THE AID OF AN OAKLANDS CENTRE ATTENDANT, WILL RESTORE THE ROOM (S) TO ITS NATURAL APPEARANCE.

SIGNATURE OF RENTER: _____ DATE: _____

SIGNATURE OF STAFF: _____ DATE: _____

GRAND TOTAL: Room Rate: _____ x _____ hrs. + (Bonus _____) = _____

TOTAL OWING: Grand Total: _____ - (Booking Fee _____) = _____

OAKLANDS COMMUNITY CENTRE

RENTAL POLICY AND PROCEDURE

BOOKING PROCEEDURES:

- **BOOKING FEE:** A rental deposit of \$25 per booking is required at the time of booking. This is a non-refundable deposit that holds the room until full payment is received. The \$25 is then applied to the total cost of the rental.
- **FULL PAYMENT:** Payment in the form of cash, cheque, debit or credit card may be made at the time of booking or up to (and including) the date of the rental.
- **DAMAGE DEPOSIT:** A \$200 damage deposit (cheque or credit card #) is required at the time of booking. Provided that there is no reason to use it, the cheque will be returned to the renter or destroyed upon successful completion of the rental.
- **WAIVER/TERMS & CONDITIONS:** The renter must sign a Terms & Conditions Waiver/Agreement.

CANCELLATION POLICY:

- **1 WEEK IN ADVANCE (5 WORKING DAYS):** If the Centre is notified of a cancellation at least one week in advance of the rental date, the total amount paid, minus the \$25 booking fee, will be returned to the renter.

ALCOHOL:

- Upon special permission and at the exclusive discretion of Oaklands Community Association, liquor may be permitted on the premises during the rental.
- A **SPECIAL OCCASION (LIQUOR) LICENSE** must be obtained by the renter from a Provincial liquor distribution branch if liquor (beer, wine, spirits) is being served on the premises.
- Homemade alcoholic beverages (beer, wine, etc.) are not permitted on the premises.
- As outlined by the provincial Liquor Control & Licensing Branch, alcohol may be served indoors only, Monday through Saturday until 10pm and Sunday until midnight. An 'exception to this policy' can be arranged with the Liquor Control & Licensing Branch of the Provincial Government by faxing your request in letter form to (250) 387-9132.

NOISE BY-LAW:

- Oaklands Community Association strictly adheres to the City of Victoria's Noise By-Law, which is in effect between 11:00pm and 8:00am. Common sense and respect for residents neighbouring Oaklands Community Centre is required at all times. After 11pm, please ask attendees to remain inside the Centre and close all windows and doors.

NO SMOKING:

- Smoking is strictly prohibited in all facilities of the Oaklands Community Centre. Smokers are required to use the public sidewalk areas as the Centre is located on school grounds.

FIRE HAZARDS:

- All candles, open flamed lamps, sparklers or other forms of fireworks are strictly prohibited.
- Should the need arise, Oaklands Community Centre is equipped with 5 fire extinguishers.

PARKING:

- Parking is readily available along Belmont Avenue, Ryan Street and Hamilton Road.
- Additional parking may be available (school teacher's parking lot) upon request.
- **Parking within school property (i.e.: basketball courts) is strictly prohibited.**

CLEANLINESS:

- Is the responsibility of the rental group.
- A \$25/hour surcharge may be applied to a group not meeting Oaklands Community Association cleaning standards.
- The facility will make a dry mop, broom, dust pan, wet mop & pail readily available.

- **Garbage:** Garbage must be bagged and gathered in the lobby for disposal by the Centre Attendant. Fresh garbage bags will be provided. Additional garbage bins are available upon request.
- **Floors:** Wet and dry spills and spot wiping are the responsibility of the renter. The renter is required to do a full sweep of the floor at the end of the rental. A broom and mop & pail will be provided.
- **Kitchen:** Oaklands requires that the kitchen be returned to the state of cleanliness it was presented to the renter at the beginning of the rental. The dishwasher may be used (after staff instruction) and tea towels, dishrags and dish soap will be provided. All used equipment must be cleaned and returned to its proper place.
- **Washrooms:** The renter is required to perform a basic, general wipe-down of the sink and fixtures as required and empty the garbage (see above). Cleaning supplies will be provided.
- **Your Equipment/Supplies/Decorations:** As a general rule, **whatever you bring, you take away with you at the end of the night.** Food, decorations, empty cans/bottles and such much be removed from the premises by the renter at the end of the rental.

ROOM SET-UP:

- Unless otherwise established, the renter is fully responsible for set up and take down of the function, with the assistance of OCA staff (Centre Attendant).
- The renter is responsible for returning the rented room (s) to its original state and appearance, with the assistance of OCA staff (Centre Attendant).
- OCA staff set-up/take-down can be arranged for a nominal fee (see rental agreement).
- **Decorations:** Do not hang anything from the ceiling or overhead sprinklers. Use painters tape or masking tape on walls. Whatever you put up, you MUST remove upon completion of the rental.

VACATING THE PREMISIS:

- Unless otherwise established in the rental agreement, **functions must end no later than 11:30pm, with full clean up and departure of the premises no later than 12:00am.**